

WORKFORCE RELATIONS DIVISION

Supervisory classroom Training in:

- Introduction to Employee Relations
- Leave Related Misconduct
- Introduction to Labor Relations
- Merit System Principles/Prohibited Personnel Practices
- Contract Negotiations Team Training
- Introduction to New Negotiated Agreements
- Performance Management Training

Visit our website:

<http://www.uscg.mil/civilianHR/library.asp>

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* Direct servicing

** Service provided in coordination with Command Staff
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WORKFORCE RELATIONS DIVISION CG-1214

Department of Homeland
Security
United States Coast Guard
Office of Civilian Human
Resources



Servicing Coast Guard
customers with advice and
guidance in the area of
Employee/Labor Relations,
Awards and Performance
Management

PROGRAMS ADMINISTERED BY CG-1214

Employee Relations (ER) is a personnel function that involves technical work concerned with helping supervisors set and maintain acceptable standards of employee conduct and performance. CG-1214 staff provide expert advice and guidance on using disciplinary and adverse actions to correct employee conduct and performance problems.

Labor Relations (LR) is also a personnel function that involves assisting supervisors in effectively managing employees who are represented by a union under the Federal Service Labor-Management Relations Statute. CG-1214 staff provide expert advice and guidance on meeting statutory labor relations obligations and in managing the day-to-day working relationships with unions.

Performance Management & Awards: is also a personnel function that involves a systematic process by which an agency involves its employees, as individuals and members of a group, in improving organization effectiveness in the accomplishment of agency mission and goals. The Awards function involves taking action to recognize and reward individual or team achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness, and economy of the Government.

WHAT SERVICES AND RESOURCES CAN CG-1214 PROVIDE YOU?

Expert advice and guidance on handling Labor Relations issues including:

- Negotiated Grievances
- Changes in Working Conditions
- Union Stewards
- Union Notifications
- Contractual Deadlines
- Official Time
- Unfair Labor Practice Charges
- Labor Laws
- Arbitrations
- Management Rights
- Employee Rights
- Collective Bargaining
- "I and I" Negotiations
- Union Information Requests
- Investigations
- Employee Communication
- Labor Forums
- Weingarten Rights
- Formal Meetings
- Union Representatives
- Past Practice

Expert advice and guidance on handling Employee Relations issues including:

- Employee Misconduct
- Poor Performance
- Formal Discipline
- Employee Administrative Grievances
- Leave Abuse
- Deciding Officials
- Medical Issues and Performance
- Credit Cards Misuse
- Insubordination
- Time and Attendance
- Failure to Follow Orders
- Disrespectful Behavior
- Computer Misuse
- Failure to Complete Assignments
- Behavioral Concerns
- Dishonesty
- Indefinite Suspensions
- Performance Problems/PIPs
- Workplace Violence
- Probationary Employees

Expert advice and guidance on Performance Management Policy and Awards including:

- EARS/DHS Performance Mgmt Program
- Performance Appraisal Assessment Tool
- PIPO procedures/process
- Performance Management Training
- Performance Awards
- Special Act Awards
- On-the-Spot Awards
- Time-Off-Awards
- Honorary Awards